

STUDENT INTERNSHIP AGREEMENT

The Internship Program is offered as an opportunity for students in their last three quarters to gain actual work experience. The following requirements must be met before course credits will be granted:

1. The position must be in the program of study or related field and approved by the Internship Instructor before starting for credit.
2. The start date of employment should be in the first 1-2 weeks of the quarter. Any changes to this **MUST** be approved by your Academic Director and Internship Instructor.
3. The student must work a minimum of 120 hours during the internship program.
4. All forms must be filled out and turned in on the required dates. Late paperwork could result in the lowering of your grade.

Guidelines for Internship

1. Students are expected to take an active role in the Internship search process, which will include: interviews, meeting and/or portfolio presentations. AI will not provide internships to students, only application opportunities.
2. Job related concerns should be communicated to the Internship Instructor as soon as possible.
3. Since your job is a cooperative agreement, you may not resign without discussing it with the Internship Instructor. If resigning your job is deemed necessary, then appropriate action will be taken. Resigning must be done properly, so it will not damage our reputation, or yours. Failure to adhere to this rule will result in your receiving an “F” for the course.
4. If you are terminated from your job, you must notify the Internship Instructor immediately. If your termination was for a just cause (i.e. theft, walking off the job, etc.), you will receive an “F” for the course.
5. If you fail to complete ALL requirements listed on the Internship packet cover sheet and in the syllabus, your grade can be significantly affected. This includes all due dates, journals, meetings and presentations (midterm and final).
6. If you receive and “F” for the Internship course, you will be required to take the Internship class again in a future quarter, regardless of how many hours have been completed.
7. Unless previously discussed and planned with the Internship Instructor, starting an internship early or late is not permitted. Hours worked before enrollment in the class will not count towards the class unless approved by the Internship Instructor beforehand.

I understand and agree to the requirements and guideline for the Internship Program.

Student Signature _____

Date _____ Phone # _____

Address (city, state, zip) _____

Signature of Internship Instructor _____